



EMPLOYMENT OPPORTUNITY
Administrative Assistant 4
\$3063.00 – \$4014.00 Range: 46

Recruitment 1256-09 Opens: September 24, 2009 Closes: October 9, 2009

Job Summary

This position is located in the Washington Department of Fish and Wildlife's (WDFW) North Puget Sound Regional Office located in Mill Creek, Washington. Principal duties include providing administrative support to the Regional Director, acting for the Regional Director in administrative and facilities management, assisting in regional policy development, administering the operational and financial functions of the Regional and District Offices, and providing support for agency legislative initiatives. The position coordinates regional administrative budget development, monitors program performance including allotments and expenditures, and responds to inquiries on program budget. The position supervises administrative and customer service personnel and provides support for all Regional management staff. It is essential that the employee be a self starter who is willing to take on new assignments, difficult projects, and accept challenges as necessary, including making sound administrative decisions in a demanding environment. You will have a great opportunity to grow professionally and contribute to the region's efforts in making a difference in public service.

Working Conditions

Work hours are typically 8 to 5. Most work takes place in the Regional office, with occasional travel for meetings and visits to other field locations. Although the schedule is typically 5 days per week, the employee must be available for emergencies (such as responding for office security), or when circumstances require more than the normal eight hour workday. The successful applicant will find the work fast paced and varied, with no end to new and different challenges. Willingness to be a contributing member to various agency work groups is essential.

Qualifications and Competencies

One year of experience in Washington state service as an Administrative Assistant 3, or two years of experience as an Administrative Assistant 2 are required. Alternatively, five years of progressively responsible experience as an office or business manager in the public or private sector or a Bachelor's degree in public or business administration or closely allied field and three years of general administrative or supervisory experience will also qualify. Graduate study may substitute for up to two years of general administrative experience on a year-for-year basis.

The best qualified applicants will demonstrate competencies in the following areas:

- Supervisory and leadership skills,
- Ability to develop and manage budgets, understand and utilize fiscal documents,
- Ability to interpret complex regulations and relevant policies and procedures for program administration,
- Effective written and oral communications, including ability to present to large groups,
- Demonstrated project management and coordination skills,
- Ability to contribute to maintaining partnerships with public, tribal representatives, volunteers and service groups who share responsibility for fish and wildlife protection and management
- Expertise in using Microsoft software, such as Excel, Word, Outlook, and PowerPoint.

How to Apply

This recruitment closes on **October 9, 2009**.

Read the above qualifications and competencies carefully and submit a completed state job application and a detailed resume showing how you meet the qualifications and competencies. Be specific in listing relevant education and training completed and in describing the work experiences and other accomplishments that demonstrate how you meet the competencies. Send your application materials to:

Margaret Gordon, Recruitment Specialist
Human Resource Office, Department of Fish and Wildlife,
600 Capitol Way North, Olympia, WA 98501-1091
Fax (360) 902-2392

Or deliver in person to our Human Resources Office in the Natural Resource Building,
5th Floor, 1111 Washington St. SE, Olympia, WA.

Or by e-mail to: Margaret.Gordon@dfw.wa.gov

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities, are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.